

Status of Audit Resolution

December 2003

Agency: 670

Seattle Community Colleges

Audit Number	Finding Number
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2002S	17	Finding:	Seattle Community Colleges is not enforcing its administrative employees leave policy.
		Resolution/Status:	<p>The District concurs with this finding and has taken the following corrective action:</p> <ul style="list-style-type: none">• A memorandum from the Chancellor was sent to all exempt employees notifying them that the District will fully comply with the provisions of the District leave procedure, effective this calendar year.• Notifications were sent to individual employees whose annual leave balances were in excess of 288 hours. Employees were also notified about the process to request to defer excess leave before December 31.• An Exempt Employee Request to Defer Excess Annual Leave form was developed and posted to the Public Folders for district-wide use. <p>Additionally, the District is developing a program to electronically extinguish excess leave hours (above 288) by December 31st ending dates.</p>
		Agency Contact:	<p>Al Crusoe, Chief Human Resource Officer Seattle Community Colleges, District 6 1500 Harvard Ave. Seattle, WA 98122-2400 (206) 587-4135 acrusoe@sccd.ctc.edu</p>